GLOSSARY

AAFES	Army and Air Force Exchange System
AAR	Advance Arrival Report
AC	Active Component
Accountable Postal Equipment	USPS equipment provided by an accountable postmaster and entrusted to a custodian of postal effects for use at a military post office.
Accountable Mail	General term used to describe registered, numbered insured, and certified mail.
Accountable Postal Paper	All items of postal stock affecting the postal revenue held in trust for the USPS. Includes postage stamps, stamped paper, blank money order forms, and paid money order forms.
ACPERS	Army Civilian Personnel System
ACR	Armored Cavalry Regiment
ACS	Army Community Service
ADCFA	Assistant Deputy for Community and Family Affairs
ARFOR	Army Force
AIFA	AAFES Imprest Fund Activity
ALO	Authorized Level of Organization
ALOC	Air Lines of Communication
AMC	Air Mobility Command
AMOPES	Army Mobilization Operations Planning and Execution System
AOC	Area of Concentration
APF	Appropriated Fund
APO	Army Post Office
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
A&R	Athletic and Recreation
ARC	American Red Cross
ARNG	Army National Guard
ARPERCEN	Army Reserve Personnel Center
ASF	Authorized Strength File
BSA	Brigade Support Area
BR	Battle Roster. The unit's primary personnel accounting and strength management document; it is the principal source document of the C2SRS. Contains an extract of the personnel file on every soldier in the unit and is task-force-organized by company, platoon, squad, crew/gun section, etc. A key element on the BR is the soldier's current duty status (e.g., PDY, WIA, MIA).

C-Day	Unnamed day on which the first strategic movement from any origin begins or is to begin in support of a specific operation plan or operation order.
C Levels (C1-C4)	Unit readiness code indicating the unit possesses the resources and has accomplished the training necessary to undertake the major portions of the wartime mission for which it is organized or designed.
CDE	Chemical Defense Equipment
CFR	Casualty Feeder Report. Used to detail the who, what, when, and where of a casualty (KIA, WIA, MIA, etc.). Initiated at soldier level and passed through personnel channels (usually becoming automated at Bn level).
CLT	Casualty Liaison Team
CMAOC	Casualty and Memorial Affairs Operations Center
C&E	Communications and Electronics
COM	Casualty Operations Management
COMSEC	Communication Security
COMMZ	Communications Zone
CONUSA	Continental United States Army. Any of the numbered armies based in the continental United States.
COOP	Continuity of Operations. Automation redundancy is critical to the survival of personnel databases on the battle field. Units that operate with TACCS equipment are able to operate critical battlefield software on any TACCS device. Personnel groups and the theater PERSCOM will have the capacity to operate on any CTASC II device, either in a simultaneous or time-share operation.
COSCOM	Corps Support Command
CPMC	Corps Personnel Management Center
CRC	CONUS Replacement Center
CS	Combat Support
CSS	Combat Service Support
CSSCS	Combat Service Support Control System
CTA	Common Table of Allowances
Custodian of Postal Effect	Personnel accountable for administration of the postal effect entrusted to them by USPS for the operation of military post offices. Civilian custodian of postal effect are supervised by members of the Armed Forces.
C2SRS	Command and Control Strength Reporting System
DCSC	Deputy Chief of Staff, Communications

DCSPER	Deputy Chief of Staff, Personnel
DeCA	Defense Commissary Agency
DEERS	Defense Enrollment Eligibility Reporting System
DEP	Delayed Entry Programs
DFAS	Defense Finance and Accounting Service
DFR	Dropped from Roles
DISCOM	Division Support Command
DMM	Domestic Mail Manual
DNBI	Disease/Nonbattle Injury. Casualty code used to identify soldiers who are victims of injury or disease, not caused by the enemy.
DPCA	Director of Personnel and Community Activities
DPSC	Defense Personnel Support Center. Logistical agency operating in CONUS, responsible for the wholesale logistics of personnel items such as sundry packets going into theater.
DS	Direct Support
DSA	Division Support Area
DTCH	Detached Strength. Number of assigned troops or units who are attached to another unit.
DTO	Division Transportation Officer
EAC	Echelon above Corps
EDAS	Enlisted Distribution and Assignment System
EMF	Enlisted Master File. SIDPERS database maintained at DA containing the records of all enlisted soldiers.
EO	Equal Opportunity
EOD	Explosive Ordinance Disposal
EPW	Enemy Prisoner of War
ERB	Enlisted Record Brief
ETA	Estimated Time of Arrival
ETS	Expiration Term of Service
FAC	Family Assistance Center
FAST	Forward Area Support Teams
FB	Finance Battalion
FBS	Finance Battlefield System
FD	Finance Detachment
FG	Finance Group
Finance Services Postal	Provide stamp stock; registered, certified, and insured service; and money order service to customers in postal units.
FM Radio	Frequency modulated radio set used for communication, in addition to MSE. Long-range radio set with securable trans-

	ceiver intended for VHF (very high frequency) -FM operations. Can be vehicular-mounted or setup in a tent or building. Personnel units must communicate by mobile and secure modes to coordinate support and movement requirements, as well as coordinate with the parent personnel unit headquarters and other organizations.
FORSCOM	Forces Command
Free Mail	Letter mail, post cards, postal cards, and sound recording having the nature of personal correspondence mailed by the military personnel in a combat zone or while hospitalized as a result of injury or disease incurred while serving in a combat zone when designated by the president.
FSB	Forward Support Battalion
G1	Assistant Chief of Staff G1 (Personnel)
G2	Assistant Chief of Staff, G2 (Intelligence)
G3	Assistant Chief of Staff G3 (Operations and Plans)
G4	Assistant Chief of Staff, G4 (Logistics)
G5	Assistant Chief of Staff, G5 (Civil Affairs)
GS	General Support
GTN	Global Transportation Network. Umbrella term used to describe the U.S. Transportation Command effort to integrate automatic data processing (ADP) systems used by the services, and defense agencies, to manage cargo and passenger movements in the defense transportation system (DTS) and provide in-transit visibility. GTN provides automated support to plan, provide, and control common user ground transportation airlift, sealift, and terminal service to deploy, employ, and sustain U.S. Forces on a global basis during peace and war.
HCP	Health and Comfort Pack
HNS	Host Nation Support
IET	Initial Entry Training
IFR	In-Flight Report
IMA	Individual Mobilization Augmenters
IMM	International Mail Manual
International Exchange Office	Post Office or airport mail facility authorized to exchange mail with another country.
Intertheater Mail	Mail addressed between theaters exclusive of that between the continental United States and theaters, (Example: Mail from 09XXX to 09XXX).
Intratheater	Mail addressed within a theater. (Example: Mail

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(Company) Mail	from 09XXX to 09XXX).
inv	Inventory
IRR	Individual Ready Reserve
IRT	Integrated Rail Terminal
JCS	Joint Chiefs of Staff. Staff within the DoD consisting of the Chairman, who is the presiding officer thereof but has no vote; Chief of Staff, U. S. Army; Chief of Naval Operations; Chief of Staff, U. S. Air Force; and Commandant of the Marine Corps. JCS is the principal military advisor to the President, National Security Council, and Secretary of Defense.
J1	Joint Personnel Directorate. Supports a jointly organized unit.
J4	Joint Logistics Directorate. Supports a jointly organized unit.
JMPA	Joint Military Postal Activity. Subordinate activity of the Military Postal Service Agency located in New York or San Francisco or one of its subordinate units in Seattle, Miami, Chicago, or Jacksonville with specific geographic responsibilities to provide liaison and military mail routing instructions to Postal Service centers at gateway cities.
JTF	Joint Task Force. Unit task-organized using two or more services (Army, Navy, etc.) to accomplish a mission.
JOPES	Joint Operations Planning and Execution System. DoD-directed, JCS-implemented integrated conventional C2 system designed to satisfy the information needs of senior level decision makers in conducting joint planning and operations. Used to plan, execute, and monitor mobilization, deployment, employment, and sustainment activities.
KIA	Killed In Action. Casualty code for soldiers killed as a result of enemy action.
LAN	Local Area Network. Microcomputer work stations tied together forming a network, allowing a rapid transfer of information between work stations.
LD/LC	Line of Departure/Line of Contact
LOC	Line of Communication
LOD	Line Of Duty. Determinations essential for protecting the interest of both the individual concerned and the U.S. Government, where service is interrupted by injury, disease, or death. A person who becomes a casualty because of his or her intentional misconduct or willful negligence can never be said to be injured, diseased, or deceased in the line of duty. Such a person stands to lose substantial benefits as a conse-

	quence of his or her actions; therefore, it is critical that the decision to categorize injury, disease, or death as not in the line of duty only be made after the deliberated and ordered procedures.
LOGPAC	Logistical Package
MA	Mortuary Affairs. Replaces graves registration (GREGG).
MACOM	Major Army Command
Mail Clerk	Individual designated by proper authority to perform mail duties in association with the operation of a unit mailroom or postal service center that is not considered a section of an MPO.
Mail Processing.	Canceling and sorting so it can be sent from the postal platoon. All subfunctions that accommodate these two basic steps, including in/off movements, are part of the processing function.
MCC	Movement Control Center. Located in the corps rear. Processes requests from the corps Movement Control Teams (MCT) and the Division Transportation Officers (DTO) and communicates with the Theater Army Movement Control Agency (TAMCA) and committing authority for corps- level transportation assets.
MCT	Movement Control Team. Located in both the corps rear and COMMZ. Process requests from users for the Movement Control Center (MCC) or the Theater Army Movement Control Agency (TAMCA). Committing authority for assets in their areas.
MDP	Mail Delivery Point
MIA	Missing In Action. Casualty code for soldiers who are not accounted for and their commanders feel are not absent without leave.
METL	Mission-Essential Task List
METT-T	Mission, Enemy, Terrain, Troops, and Time Available. Formula used to analyze the situation. By comparing each factor the commander can determine the best course of action.
MFFIMS	Mass Fatality Field Information Management System
MMC	Materiel Management Center. Logistics coordinating and control element of the unit. Provides materiel management for weapons systems, controls maintenance priorities, and coordinates and controls supply functions to meet the operational needs of the unit.
MMT	Military Mail Terminal. There are primarily two types: Aerial Mail Terminal and Seaport Mail Terminal. DoD facility usually operated by the Army to send, receive, combine,

	distribute, transfer, dispatch, and control military mail, (usually bulk third-, fourth-, and non-time value second-class) to, from, and within overseas areas.
MOS	Military Occupational Specialty
MPD	Military Personnel Division
MPO	Military Post Office
MPOLL	Military Post Office Location List
MPOMDS	Military Post Office Mail Distribution Scheme
MPRJ	Military Personnel Records Jacket
MPS	Military Postal Service
MPSA	Military Postal Service Agency
MSC	Major Support Command
MSE	Mobile Subscriber Equipment
MS3	Manpower, Staffing Standards System
MSR	Main Supply Route
MSU	Major Subordinate Unit
MTF	Medical Treatment Facility
MTOE	Modified Table of Organization and Equipment. A DA-approved authorization document detailing personnel and equipment allocated to a unit.
MUSARC	Major United States Army Reserve Command
MWR	Morale, Welfare, and Recreation
NAP	Nonappropiated Fund
NATO	North Atlantic Treaty Organization
NBC	Nuclear, Biological, Chemical
NGB	National Guard Bureau
NOK	Next of Kin. Person most closely related to the deceased.
NRI	Net Radio Interface
NRP	Non-unit-related Personnel
OCAR	Office of the Chief, Army Reserve
OCIE	Organizational Clothing and Individual Equipment
OCONUS	Outside Continental United States
OMF	Organization Master File
OMPF	Official Military Personnel File
OOTW	Operation Other Than War. The Army classifies its activities during peacetime (disaster relief nation assistance, security and advisory assistance, counterdrug operations, arms control, treaty verification, support to domestic civil authorities, and peacekeeping) and conflict (hostilities to secure strategic objectives) as OOTW. (IAW FM 100-5)
OPCON	Operational Control. A commander can place a subordinate

	unit under another commander to accomplish a specific mission or task (usually limited by function, time, or location). He can either retain or assign tactical or operational control of that unit. Operational control does not include administrative and logistical control. Under NATO agreements, it does not include authority to assign separate employment of components of the units concerned.
OPLAN	Operation Plan
ORB	Officer Records Brief
Ordinary/ Regular Mail	Mail other than registered, insured, certified, COD, and special delivery or special handling.
org	Organic. An organic element or unit forms an essential part of a larger organization and is listed in the larger unit's TOE.
OSUT	One Station Unit Training
OTRA	Other Than Regular Army
PAL	Parcel Airlift Mail
Pam	Pamphlet
PAO	Public Affairs Officer
PAP	Personnel Assistance Point
PAS	Personnel Automation Section
PASR	Personnel Accounting and Strength Reporting
PD	Personnel Detachment
PERSCOM	Personnel Command
PERSINS	Personnel Information System
Personnel Estimate	Analyzes personnel service support (PSS) factors on soldier and unit effectiveness regarding mission accomplishment. From this estimate, conclusions are drawn and recommendations are made to the command concerning troop preparedness, the feasibility of various courses of action, and the effects of each course of action on PSS.
Personnel Management	Manning aspect of the military personnel functions and programs.
Personnel Services	Aspect of military personnel functions and programs that pertain to providing services to soldiers and civilians.
Personnel Services support (PSs)	Includes personnel services, resource management, finance services, chaplaincy activities, command information services, and legal service support.
Personnel Support	Includes functions of personnel management and personnel services. Provides commanders with skilled personnel and the services necessary to sustain their readiness.
PG	Personnel Group
PM	Personnel Information Management

PIN	Personnel Increment Number
PM	Post Master
PMC	Personnel Management Center
POD	Port of Debarkation
POE	Port of Embarkation
POM	Postal Operations Management; Postal Operation Manual
Postage Meter	Machine that dispenses a gummed, stamped tape showing amount of postage paid affixed to mail instead of postage stamps or imprinted directly on mail.
Postal Effect	All accountable paper stock, finds, and accountable equipment entrusted to the DoD by the USPS for military postal operations.
PPA	Personnel Information System (PERSINS) Processing Activity.
PRB	Personnel Replacement Battalion
PRM	Personnel Readiness Management
PRR	Personnel Requirements Report. Lists a unit's personnel replacement requirements by grade/MOS/SSI, Based on comparison of authorized versus assigned strength. Primarily used at levels above battalion to manage replacement operations.
PS	Personnel Summary
PSB	Personnel Services Battalion
PSC	Personnel Service Company
PSR	Patient Summary Report; Personnel Summary Report
RAOC	Rear Area Operation Center
RC	Reserve Component
RD	Replacement Directorate
RDF	Radio Direction Finding
RETAIN	Real Time Automation Information Network
Retrograde Mail	Originates overseas, moved by any mode of transportation destined to or moving in the general direction of the U. S..
ROAMS	Replacement Operations Automated Management Systems
RPC	Repair Part Catalog
RTD	Return to Duty
S1	Adjutant (U.S. Army)
S2	Intelligence Officer (U.S. Army)
S3	Operations and Training Officer (U.S. Army)
S4	Supply Officer (U.S. Army)
S5	Civil Military Operations Staff Officer (U.S. Army)

SAM	Space Available Mail
SAO	Survival Assistance Officer
SGLI	Serviceman's Group Life Insurance
S1	Serious Injury
Shelf	Listing of all requirements by MOS and grade supporting a specific operation plan. Consists of two parts: fillers and re-placements. Fillers are personnel required to bring a deployed unit up to its wartime required strength. Replacement portion is an estimate of personnel requirements (post D-day) necessary to back fill units because of personnel losses (for example, KIA, WIA, MIA, and disease nonbattle injury).
SIDPERS	Standard Installation Division Personnel System
SINCGARS	Single Channel Ground/Airborne Radio System
SJA	Staff Judge Advocate
SOI	Signal Operating Instructions
SRP	Soldier Readiness Program; Soldier Readiness Processing
STARC	State Area Commands
SWA	Southwest Asia
TRADOC	Training and Doctrine Command
TAACOM	Theater Army Area Command
TACCS	Tactical Army Combat Service Support Computer System
TACREC	Theater Army Casualty Records Center
TAPES	Tactical Army Feeding System
TAMCA	Theater Army Movement Control Agency
TAMMIS	Theater Army Medical Management Information System
TAPDB	Total Army Personnel Data Base
TARO	Theater Army Replacement Operations
TCF	Tactical Combat Force
TCS	Temporary Change of Station
TDA	Table of Distribution and Allowances
TDY	Temporary Duty
TFC	Theater Army Finance Command
TFE	Tactical Field Exchange
TFPS	Task Force Personnel Summary
TOC	Tactical Operations Center
TOE	Table of Organization and Equipment
TOPMLS	Total Officer Personnel Management Information System
TPF	TACCS Personnel File
TPFDD	Time-Phased Force and Deployment Data. Computer -supported data base portion of an operation plan that contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operation plan. Information includes in-place units, prioritized arrival of units deployed to

	support the OPLAN, routing of forces to redeployed, movement data associated with deploying forces, estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces, and estimates of transportation requirements.
TPFDL	Time Phased Force and Deployment List. Computer listing of selected data in the TPFDD that specifically includes the information required in Appendix 1 to Annex A of the OPLAN, that is, types and/or actual units required to support the OPLAN, ORIGIN, POD or ocean area, cargo, non-unit-related personnel, and non unit cargo requirements, etc., as outlined in JOPS Volume 1.
TPMC	Theater Personnel Management Center
TTAD	Temporary Tour of Active Duty
TTHS	Trainee, Transient, Holdee, and Student
UCMJ	Uniform Code Of Military Justice
UIC	Unit Identification Code
UMT	Unit Ministry Team
USACFSC	United States Army Community and Family Support Center
USACFSC-FS	United States Army Community and Family Support Center, Family Support Directorate
USAEREC	United States Army Enlisted Records and Evaluation Center
USAR	United States Army Reserve
USAREUR	United States Army Europe
USARC	United States Army Reserve Command
USARPERCEN	United States Army Reserve Personnel Center
USO	United Service Organization
USPS	United States Postal Service
USTA PERSCOM	United States Total Army Personnel Command
VSI	Very Serious Ill. Casualty code for soldiers whose illness is of such severity that life is immediately endangered.
WIA	Wounded In Action. Casualty code for soldiers injured as a result of enemy action. Term encompasses all types of wounds and other injuries incurred in action, whether there is a piercing of the body as in a penetrating or perforated wound; all fractures, burns, blasts and concussions; all effects of biological and chemical warfare agents; and the effects of exposure to ionizing radiation and any other

destructive weapon or agent,

Working Mail   Mail received by or dispatched from an MPO and mail which is received by a Mail Control Activity where mailbags are physically opened and the contents are distributed, to include bagging outside mail when required.